STUDIO POLICIES

(Updated 7/25/2026)

E-mail : music@jamesislandpc.org **Phone :** (843) 270-4253

Web site : barbaramanakermusicstudio.duetpartner.com

Facebook : @BarbaraManakerMusicStudio

Studio Address: James Island Presbyterian Church, 1632 Fort Johnson Road, Charleston, SC 29412

Mailing Address: 2152 Woodland Shores Rd, Charleston, SC 29412

Commitment

In my 30 plus years of teaching, I have found that breaks for longer than 2-3 weeks are detrimental to the students' progress. Therefore, when you sign up each fall, **we expect a 12-month financial commitment running from September through August each year.** If you desire a nine-month studio, this is NOT the studio for you.

Tuition Payments

Tuition is divided into **12 equal monthly installments,** due on or before the 1st of each month. **Automatic monthly payments are now STRONGLY SUGGESTED.** Now that I am enrolled in Stripe, I can accept credit or debit card payments. **I prefer payment through Stripe over any other options.** If not paid by the 10th, a late fee will be charged. Invoices will be sent showing any additional charges for books or festival fees.

Tuition Includes:

- Monthly private lessons throughout the year
- Monthly group theory/performance classes
- Two annual recitals
- Opportunities to participate in festivals
- Student incentives and rewards
- Studio operating expenses (Lending library, Practice Space app, Studio supplies, Website and insurance, Teacher memberships to local, state and national organizations, lesson planning, scheduling, bookkeeping, recital preparations, and other administrative work)

Tuition Does Not Include:

- Individual music
- Festival or audition registration fees

A non-refundable annual registration fee is due before Fall lessons begin. By signing the registration form, **you are agreeing to the tuition commitment from September through August, regardless of the number of lessons attended.**

Teachers

I will select your child's teacher from our highly qualified staff of teachers in attempt to best suit your child's needs. Scheduling of lesson days, times, and teachers is a very complex procedure. Your flexibility and consideration in this process is very much appreciated.

Repertoire

Our studio is a classical studio. Our teachers are classically trained, and they have the greatest knowledge of this literature. Jazz, pop, and folk music are used as supplements.

Practicing

Practicing is very important aspect of our studio. Each student will have a weekly practice goal. We encourage each student to practice **at least five days a week for a certain amount of time**, designated by his or her teacher. For a starting point, Beginners should practice 15 minutes a day, Intermediates should practice 30 minutes a day, and Advanced should practice 45 minutes to an hour or more a day.

Performance

Participation in two recitals each year, one in December and one in May, is **required of all school age students**. Achievement Day is encouraged for students from their 2nd year on. Participation in festivals is recommended for more advanced students.

Parent Requirement

- Be sure the student is on time for lessons. Lessons will be terminated on time regardless of arrival time.
- See that the student has all music & assignment books at each lesson. We cannot do our best as teachers without music.
- Be sure your student's fingernails are an appropriate length. This is imperative for proper piano technique.
- **Instrument is tuned and maintained.**
- Parents are asked to refrain from coming into the teaching area. Teachers need to give their full attention to the students during lesson times. If you would like to observe a lesson, please make an appointment to do so. You are also welcome to observe lessons through the windows of the teaching rooms.

Questions, comments, and suggestions are welcome. Please communicate through your child's assignment book, an email (music@jamesislandpc.org), or text/call me before 9:00 PM at 843-270-4253 any time you feel it is necessary. Let's try to catch potential problems early.

BARBARA MANAKER | PHONE | EMAIL
2152 Woodland Shores Rd, Charleston, SC, 29412 | (843) 270-4253 | Music@jamesislandpc.org

No Make-up Lesson Policy (other options)

When a student is assigned a lesson time, it is a contract between student and teacher. That time is reserved for you alone. If a student misses a lesson, they will simply miss the benefit of that lesson. Remember that your tuition pays for far more than just lesson time with your child. When you know your child will need to miss a lesson, there are now multiple options available. A virtual lesson can be requested, or the parent can simply call to chat about student's progress during the time that is reserved for your child. Students can also record their pieces and send the recordings to their teacher for review. Teachers will use the student's lesson time to prepare specifically for your student. If a teacher is sick or has to miss, a substitute teacher will be provided. Lessons will be rescheduled if canceled due to weather or any other extreme circumstances.

Group Theory/Performance Classes

All students are expected to attend a theory/performance class or practice recital, once a month. In general, the last week of each month will be reserved for these classes. However, we occasionally must adjust this date for upcoming recitals, etc. We stress performance techniques, review theory, and have practice recitals during this time. Many lasting friendships have also come from these classes. The social benefits are quite important for your child.

Summer Lessons

Summer lessons are required of all students. We will, however, be very flexible in the summer to accommodate vacations, camps, etc. Lessons will be scheduled over a 12-week period. Each student will be guaranteed 6 thirty-minute private lessons as well as 3 sixty/ninety-minute group classes. Parents will be asked to go to the calendar on the website to cancel any lessons the student will miss. If additional lessons are needed, parents can find time options on the calendar and request them from me.

Leaving the Studio

If a student chooses to leave the studio before the contract is complete, tuition will still be expected until the student spot is filled. Please note that no student spots will be held open without payment. If a student returns to the studio after a "break," they will only be given a spot IF one is available.

Dismissal from the studio

Students may be dismissed from the studio if they are not respectful of teachers, do not pay fees on time, are negligent in practicing, do not bring their music to lessons, or do not attend theory class.

BARBARA MANAKER | PHONE | EMAIL
2152 Woodland Shores Rd, Charleston, SC, 29412 | (843) 270-4253 | Music@jamesislandpc.org